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**From:** Emily Chi [echi@skeo.com]  
**Sent:** 6/3/2016 6:02:35 AM  
**To:** Moler, Robert [Moler.Robert@epa.gov]; Cirian, Mike [Cirian.Mike@epa.gov]  
**CC:** Josie Torres [jtorres@skeo.com]; Blair Stone-Schneider [bsschneider@skeo.com]; Sarah Alfano [salfano@skeo.com]  
**Subject:** RE: CFAC TASC - call to discuss activities, logistics, etc.  
**Attachments:** CFAC CIP Interview Discussion Guide\_DRAFT\_6-2-16.docx

Hi Robert and Mike,

Mike and I talked briefly about the interviews this afternoon, and I look forward to discussing the interviews and other logistics in more detail early next week. I sent a calendar invite with a call-in number for next Monday, June 6, at 9am Mountain Time.

As discussed in the project approach, we have compiled a draft list of interview questions (please see attached). Please note that this is a fairly extensive list of questions – we pulled questions from past CIP interviews at a few different sites. Please feel free to pick and choose questions as you see fit, and we can revise the list and provide a final draft that we will actually use during the interviews. We can also discuss this more on our call on Monday.

Thanks,  
Emily

Emily Chi  
Associate  
434.975.6700 ext. 238  
[www.skeo.com](http://www.skeo.com)

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**From:** Emily Chi  
**Sent:** Thursday, June 02, 2016 2:45 PM  
**To:** 'Moler, Robert' <Moler.Robert@epa.gov>; Cirian, Mike <Cirian.Mike@epa.gov>  
**Cc:** Josie Torres <jtorres@skeo.com>; Blair Stone-Schneider <bsschneider@skeo.com>; Sarah Alfano <salfano@skeo.com>  
**Subject:** RE: CFAC TASC - call to discuss activities, logistics, etc.

Thanks, Robert.

I just left a message with Mike regarding his email from this morning. I left my cell phone number Personal Matters / Ex. 6 if he would like to chat before we make our travel arrangements. To clarify, just Josie and I will be traveling. I assisted with CIP interviews last year in Region 9, and we had two EPA staff + two contractors at each of the interviews, and they seemed to go smoothly.

Unfortunately, I am in meetings all day on Friday from 7:30am-6pm Mountain Time and will not be available for a call. Monday morning would be great – and Josie and I can plan to make our travel arrangements tomorrow (Friday).

Thanks,  
Emily

Emily Chi  
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**From:** Moler, Robert [<mailto:Moler.Robert@epa.gov>]  
**Sent:** Thursday, June 02, 2016 2:40 PM  
**To:** Emily Chi <[echi@skeo.com](mailto:echi@skeo.com)>; Cirian, Mike <[Cirian.Mike@epa.gov](mailto:Cirian.Mike@epa.gov)>  
**Cc:** Josie Torres <[jtorres@skeo.com](mailto:jtorres@skeo.com)>; Blair Stone-Schneider <[bsschneider@skeo.com](mailto:bsschneider@skeo.com)>  
**Subject:** RE: CFAC TASC - call to discuss activities, logistics, etc.

Thanks Emily,

Yes, that is the plan. I am also planning to arrive Monday (13) evening and will stay through Friday, (17).

I am available for a call:  
Fri Jun 2 @ 9 – 10:30, 2 - 4  
Mon Jun 6 @ 9 – 10 and 1:30 – 3  
Tue Jun 7 @ 9 – 2

We'll need to hustle next week to ensure interviews are lined up. Mike and I are working on a short list that we can share with you on the call.

Thanks Emily!

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Robert Moler  
Community Involvement Coordinator  
EPA – Montana  
406.457.5032

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**From:** Emily Chi [<mailto:echi@skeo.com>]  
**Sent:** Thursday, June 02, 2016 9:11 AM  
**To:** Moler, Robert <[Moler.Robert@epa.gov](mailto:Moler.Robert@epa.gov)>; Cirian, Mike <[Cirian.Mike@epa.gov](mailto:Cirian.Mike@epa.gov)>  
**Cc:** Josie Torres <[jtorres@skeo.com](mailto:jtorres@skeo.com)>; Blair Stone-Schneider <[bsschneider@skeo.com](mailto:bsschneider@skeo.com)>  
**Subject:** RE: CFAC TASC - call to discuss activities, logistics, etc.

Hi Robert and Mike,

I'm on travel this week, but I just saw that Sisay is comfortable with us moving forward on the project. To confirm, we will arrive by Monday evening (6/13) to participate in interviews Tuesday, Wednesday and Thursday. I will need to fly back to Portland Thursday evening, but Josie is available to stay through Friday.

Please let us know if this is correct, and we will move forward to finalize our travel arrangements.

Thanks!  
Emily

Emily Chi  
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434.975.6700 ext. 238  
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**From:** Emily Chi  
**Sent:** Wednesday, June 01, 2016 5:33 PM  
**To:** Moler, Robert <[Moler.Robert@epa.gov](mailto:Moler.Robert@epa.gov)>; Cirian, Mike <[Cirian.Mike@epa.gov](mailto:Cirian.Mike@epa.gov)>

**Cc:** Josie Torres <[itorres@Skeo.com](mailto:itorres@Skeo.com)>; Blair Stone-Schneider <[bsschneider@skeo.com](mailto:bsschneider@skeo.com)>

**Subject:** CFAC TASC - call to discuss activities, logistics, etc.

Hi Robert and Mike,

My name is Emily Chi and I'll be supporting the project with Josie and Blair. We understand that it would be helpful to have a call early next week to discuss activities and logistics.

We are available the following times (all times in Mountain Time).

**Monday, June 6:**

- 9am – 11:30am
- 1:30pm – 3pm
- 

**Tuesday, June 7:**

- 9am – 3pm

Please let us know if any of these work for you and we can send out a calendar invite with a call-in number.

Thank you,  
Emily

Emily Chi  
Associate  
434.975.6700 ext. 238  
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